

Appendix 4

1.A CCTV system will be installed at the premises, coverage will include the entrance/exit to the licensed area and the point of sale area where alcohol will be purchased from.

It will be maintained, working and recording at all times when the premises are open. The recordings should be of good evidential quality to be produced in Court or other such hearing.

Copies of the recordings will be kept available for any Responsible Authority for 31 days. Subject to Data Protection requirements.

Copies of the recordings shall be made available to any Responsible Authority within 48 hrs upon request. Subject to Data Protection requirements.

Copies of the recordings will display the correct time and date of the recording.

It is the responsibility of the management to ensure that there are sufficient members of staff available during the hours of operation to be able to download evidence from the cctv system at the request of the police or responsible authority. Subject to Data Protection requirements.

2.Documented staff training will be given regarding staff's obligation under the Licensing Act in respect of the:-

Retail sale of alcohol

Age verification policy

Conditions attached to the Premises Licence

Permitted Licensable activities

The Licensing objectives and

The Opening Times of the venue.

Such records shall be kept for a minimum of one year and will be made available immediately upon request from any Responsible Authority. Refresher training will take place every 6 months.

3. An incident and refusal log shall be kept at the premises, (this should be a sequential day by day diary) and made available immediately upon reasonable request to an authorised officer from any Responsible Authority. It must be completed within 24 hours of the incident and will record the following:

- 1. all crimes reported to the venue**
- 2. all ejections of patrons**
- 3. any complaints received concerning crime and disorder**
- 4. any incidents of disorder**
- 5. any faults in the CCTV system,**
- 6. any refusal of the sale of alcohol**
- 7. any visit by a relevant authority or emergency service.**

Such records shall be kept for a minimum of one year.

4. Clear and legible notices shall be displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and area quietly.

5. The licence holder will operate a Challenge 25 Age Verification Policy at the premises. The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence, Military ID card, or identification carrying the PASS logo (until other effective identification technology e.g thumb print or pupil recognition, is adopted by the Premises Licence Holder).